



Foreign Affairs Handbook

4 FAH-3 – Financial Management Procedures Handbook

Change Transmittal: FMP-70

Date: February 04, 2013

4 FAH-3 H-530 PAY AND ALLOWANCES COMPUTATION

Changes

1. The purpose is to update the compensatory time limit from 16-week (eight pay periods) to 26 pay periods, FSN to locally employed (LE) staff, provide additional references, update old references/forms, and other minor changes. In addition, 4 FAH-3 H-533.15, Incentive Awards, was removed and subsequent subsections 4 FAH-3 H-533.16 through 4 FAH-3 H-533.18 were renumbered as 4 FAH-3 H-533.15 through 4 FAH-3 H-533.17. Please see crosswalk below:

Old Location	Old Title	New Location	New Title
4 FAH-3 H-533.16	Senior Foreign Service (SFS) and Senior Executive Service (SES) Performance Pay Awards	4 FAH-3 H-533.15	Senior Foreign Service (SFS) and Senior Executive Service (SES) Performance Pay Awards
4 FAH-3 H-533.17	Law Enforcement Availability Pay (LEAP)	4 FAH-3 H-533.16	Law Enforcement Availability Pay (LEAP)
4 FAH-3 H-533.18	Service Need Differential (SND)	4 FAH-3 H-533.17	Service Need Differential (SND)

2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words or is entirely new, we did **not** use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in

the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

4. The office responsible for this substantive update is CGFS/FPRA/FP. Direct questions on these changes to the Office of Directives Management (A/GIS/DIR).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 4 FAH-3 H-530 (CT:FMP-44, 12-13-2007) and replace it with page 4 FAH-3 H-530, CT:FMP-70; February 04, 2013.
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:FMP-70, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/ISS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal.